

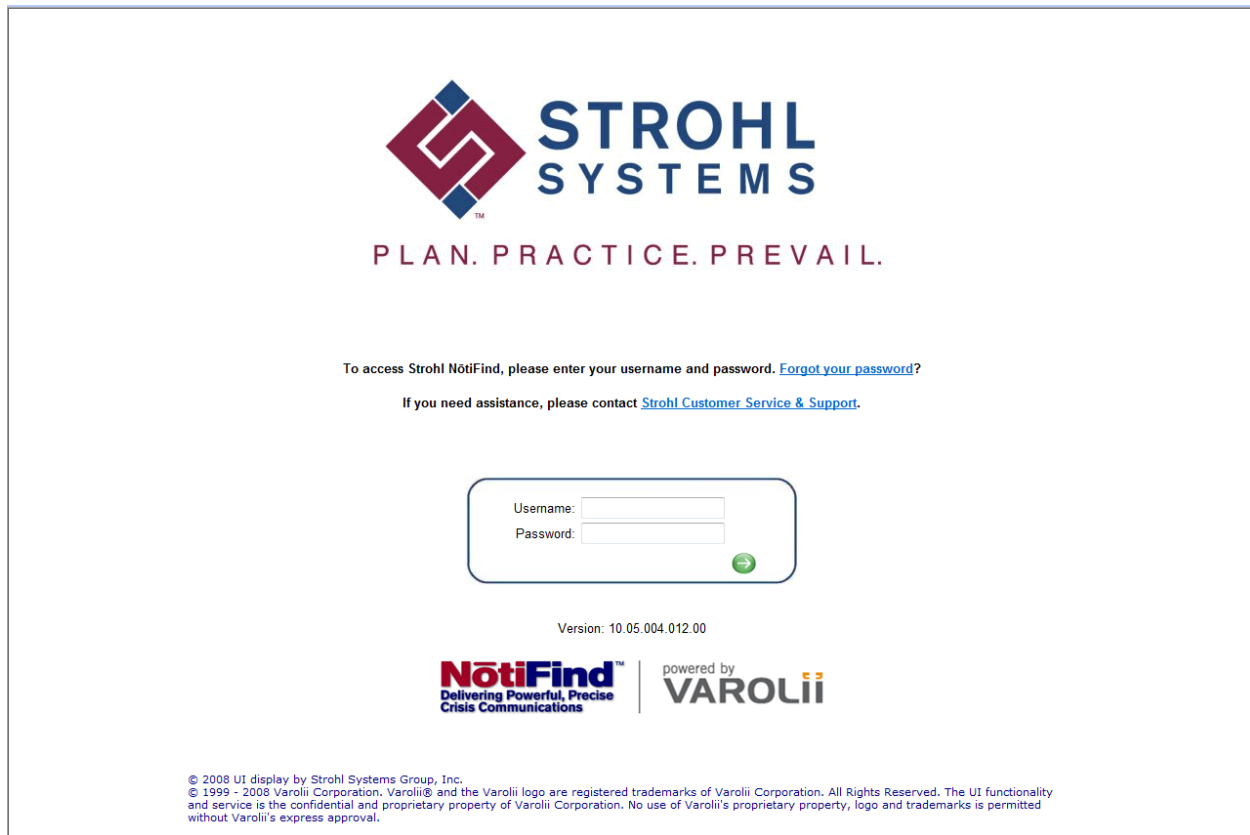
STATE OF NORTH DAKOTA LIST ADMINISTRATORS INSTRUCTIONS



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VAROLii

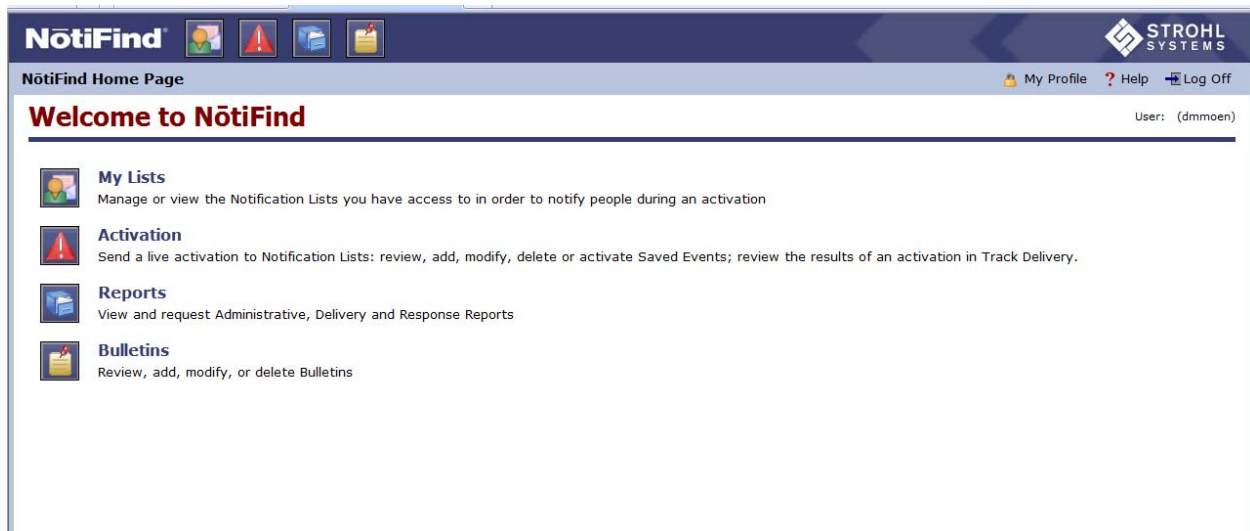
NOTIFIND

Go to www.notifind.net/ND to login to NotiFind.



The login screen for Strohl Systems NotiFind. At the top is the Strohl Systems logo, a stylized 'S' in a diamond shape, followed by the text 'STROHL SYSTEMS' and the tagline 'PLAN. PRACTICE. PREVAIL.'. Below this, a message states: 'To access Strohl NotiFind, please enter your username and password. [Forgot your password?](#) If you need assistance, please contact [Strohl Customer Service & Support](#).' A login form with fields for 'Username:' and 'Password:' is centered, with a green arrow button to the right. Below the form, the version '10.05.004.012.00' is displayed. At the bottom, the 'NotiFind' logo is shown next to the text 'powered by VAROLII'. A small copyright notice at the very bottom reads: '© 2008 UI display by Strohl Systems Group, Inc. © 1999 - 2008 Varolii Corporation. Varolii® and the Varolii logo are registered trademarks of Varolii Corporation. All Rights Reserved. The UI functionality and service is the confidential and proprietary property of Varolii Corporation. No use of Varolii's proprietary property, logo and trademarks is permitted without Varolii's express approval.'

Below is the screen you will see when you have successfully logged into NotiFind.



The NotiFind Home Page interface. The top navigation bar includes the 'NotiFind' logo, four icons (person, alarm, document, folder), and the 'STROHL SYSTEMS' logo. Below the bar, the page title is 'NotiFind Home Page'. On the right, there are links for 'My Profile', 'Help', and 'Log Off', along with the user identifier 'User: (dmmon)'. The main content area is titled 'Welcome to NotiFind' and lists four main sections: 'My Lists' (Manage or view the Notification Lists you have access to in order to notify people during an activation), 'Activation' (Send a live activation to Notification Lists: review, add, modify, delete or activate Saved Events; review the results of an activation in Track Delivery), 'Reports' (View and request Administrative, Delivery and Response Reports), and 'Bulletins' (Review, add, modify, or delete Bulletins). Each section is accompanied by a small icon.

The **My Lists icon** will show you all the lists that you have access to.



My Lists

Manage or view the Notification Lists you have access to in order to notify people during an activation

The **Activation icon** allows you to activate the system, create saved events, and track delivery.



Activation

Send a live activation to Notification Lists: review, add, modify, delete or activate Saved Events; review the results of an activation in Track Delivery.

The **Bulletins icon** will start the process of posting a message.



Bulletins

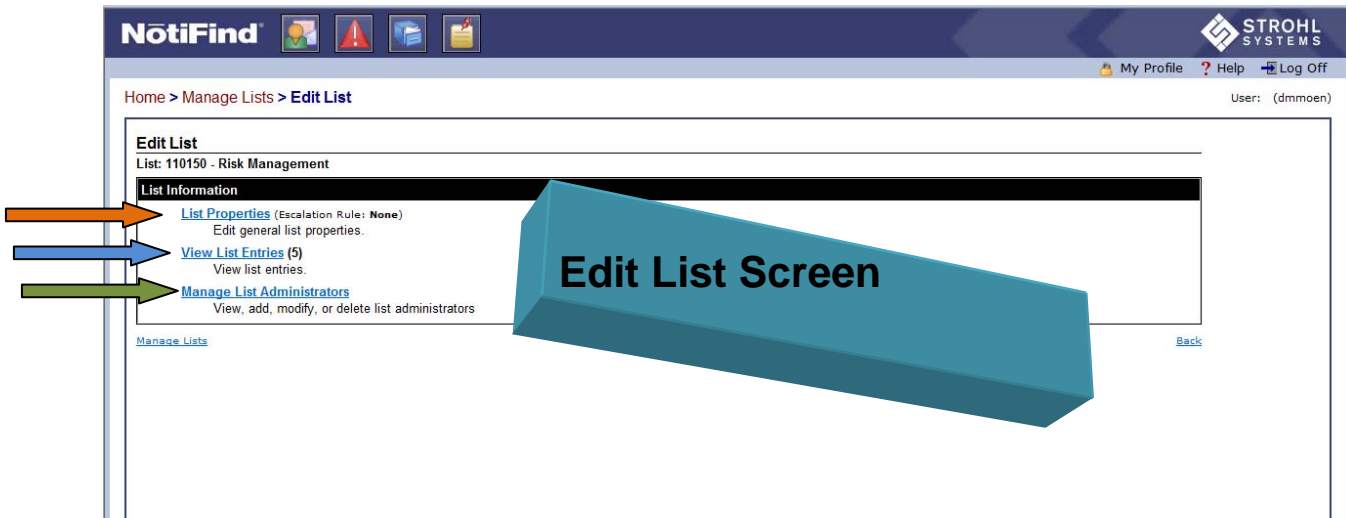
Review, add, modify, or delete Bulletins

The following instructions will show more detail of each icon.

MY LISTS ICON

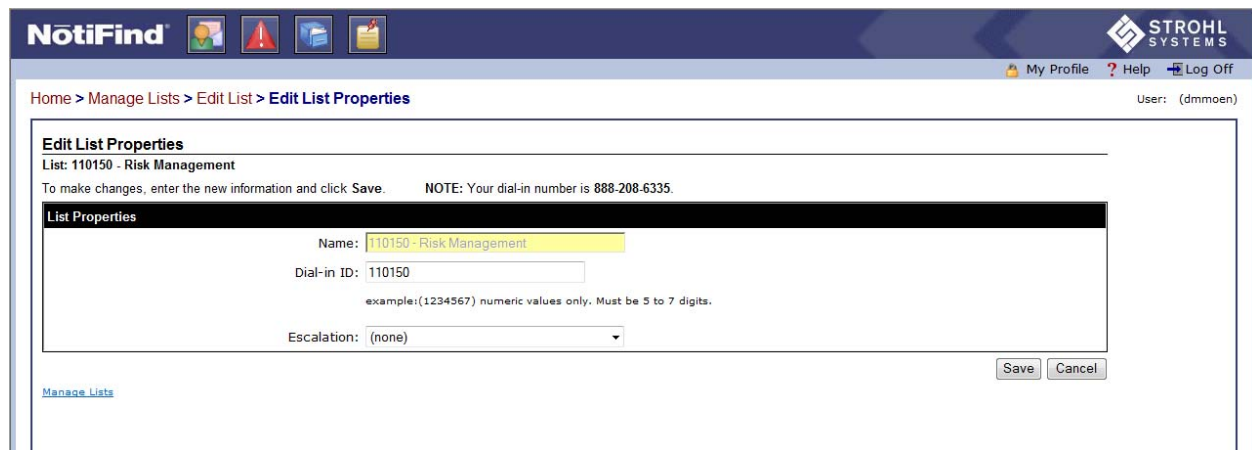
Below are the lists this account has access to. Next click on the blue link to manage your call list.

Next click on List Properties.



In List Properties, you will see the name of your call list. You can also set a Dial-in ID which will be used if you activate the system via the phone. It is recommended you set a Dial-in ID that is easy to remember. Then you have the option to choose an Escalation. If your entity is in need of their own escalation rule, contact the NotiFind administrator to set that up for you.

*Escalations rules define a sequence of a message delivery to devices, individuals, or notification lists in list order, after a specified amount of time, or to fill a quota.



Refer back to the Edit List Screen. Next click on View List Entries and you will be available to identify who will be contacted.

Home > Manage Lists > Edit List > Manage List Contacts

User: (dmmon)

View List Entries

List: 110150 - Risk Management

[View List Recipients](#)

Search Hide Details

List Entries, by Order [5 available] Sort by: Order Go

Name	Order	Last Name	First Name
0401151	1	Waliser	Diane
0083184	2	Anderson	Tag
0517934	3	Moen	Dawn
7000161	4	Ableidinger	Vicki
7000100	5	Milas	Terry

[Manage Lists](#) Done

Refer back to the Edit List Screen. Click on the Manage List Administrators. The screen shown below will show you who is set as a List Administrator for your call lists. If you need to add a list administrator, click on Add List Administrator.

Home > Manage Lists > Edit List > Manage List Administrators

User: (dmmon)

Manage List Administrators

List: 110150 - Risk Management

To change a contact's list role on a list, check the username, select a list role, click **Change List Role**, and then click **Done**.

[Add List Administrators](#) Check All

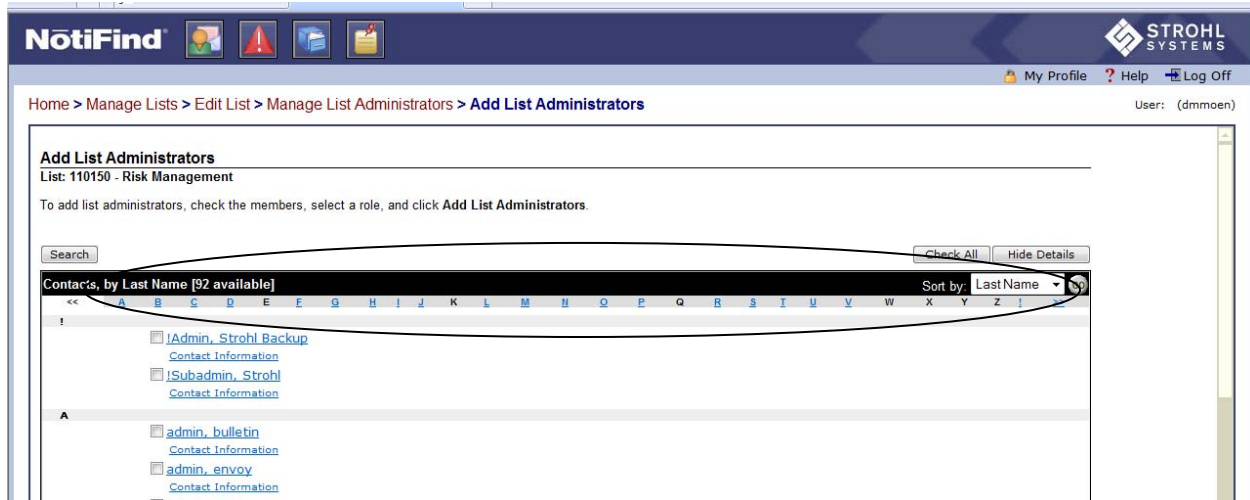
List Administrators, by User Name [2 available] Sort by: User Name Go

No User Name	Username	Name	List Role
<input type="checkbox"/>	dmmon	Dawn Moen Admin	Manage and Send Alert
<input type="checkbox"/>	riskmgmt	Risk Management	Manage and Send Alert

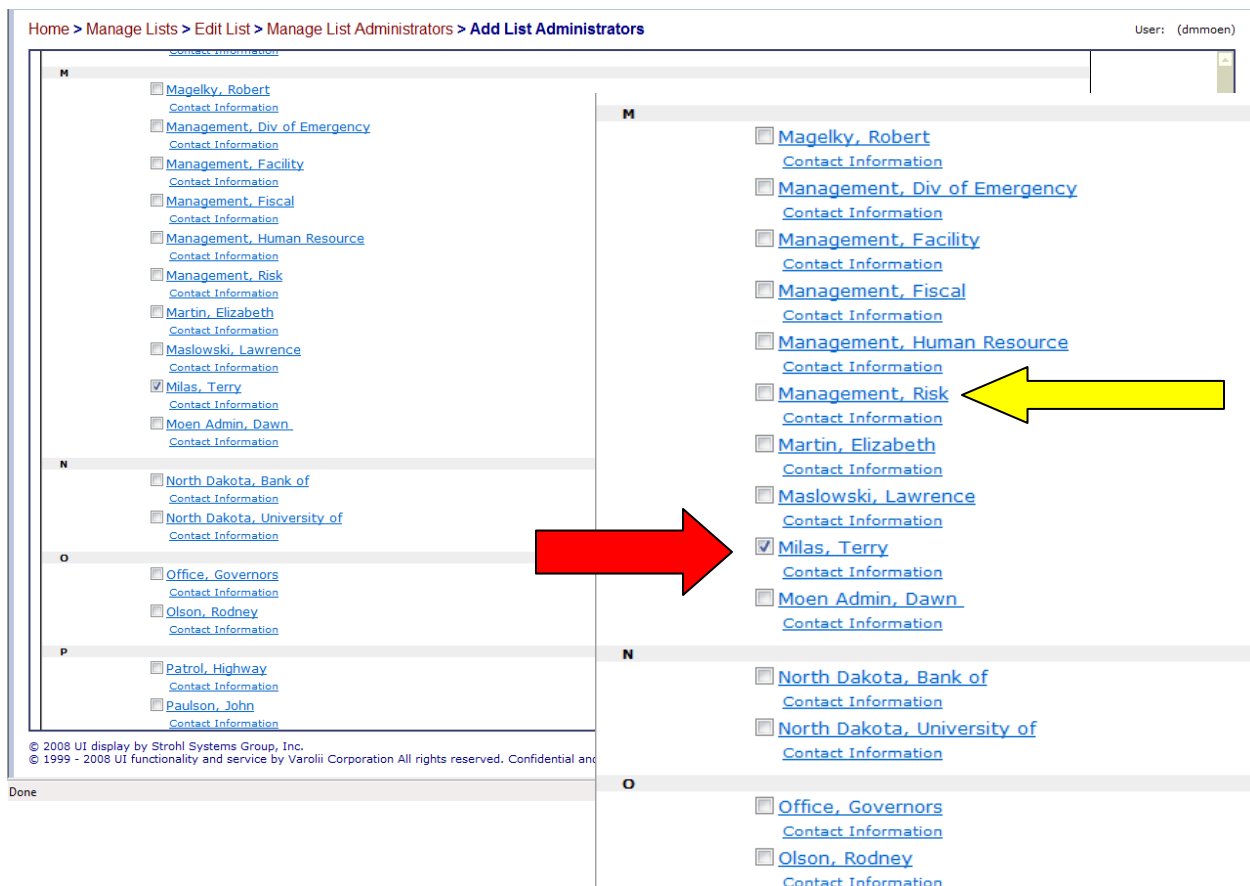
List Roles: Manage and Send Alert Change List Role Remove Checked Done

[Manage Lists](#)

For this example, I am going to add Terry Milas. So I would click on the “M”.



Place a check mark next to the administrator account you want to add. You will notice the account for Risk Management is found under the “M” as well because the First Name was entered as Risk and the Last Name was entered as Management.



Then click on Add List Administrator.

Contacts list:

- ☐ Retirement Sys, Employees [Contact Information](#)
- ☐ Robbins, Heidi [Contact Information](#)
- ☐ Rustad, Gerald [Contact Information](#)
- ☐ Schmalenberger, Allan [Contact Information](#)
- ☐ Science, ND State College [Contact Information](#)

List Role: Manage and Send Alert

[Add List Administrators](#) [Cancel](#)

[Manage Lists](#)

Then the program will confirm the addition of a list administrator. Then click Done.

Home > Manage Lists > Edit List > Manage List Administrators

User: (dmmon)

Manage List Administrators

List: 110150 - Risk Management

*** 1 list administrators added. ***

To change a contact's list role on a list, check the username, select a list role, click **Change List Role**, and then click **Done**.

[Add List Administrators](#)

Check All

List Administrators, by User Name [3 available] Sort by: User Name

No User Name	Username	Name	List Role
<input type="checkbox"/>	7000100	Terry Milas	Manage and Send Alert
<input type="checkbox"/>	dmmon	Dawn Moen Admin	Manage and Send Alert
<input type="checkbox"/>	riskmgmt	Risk Management	Manage and Send Alert

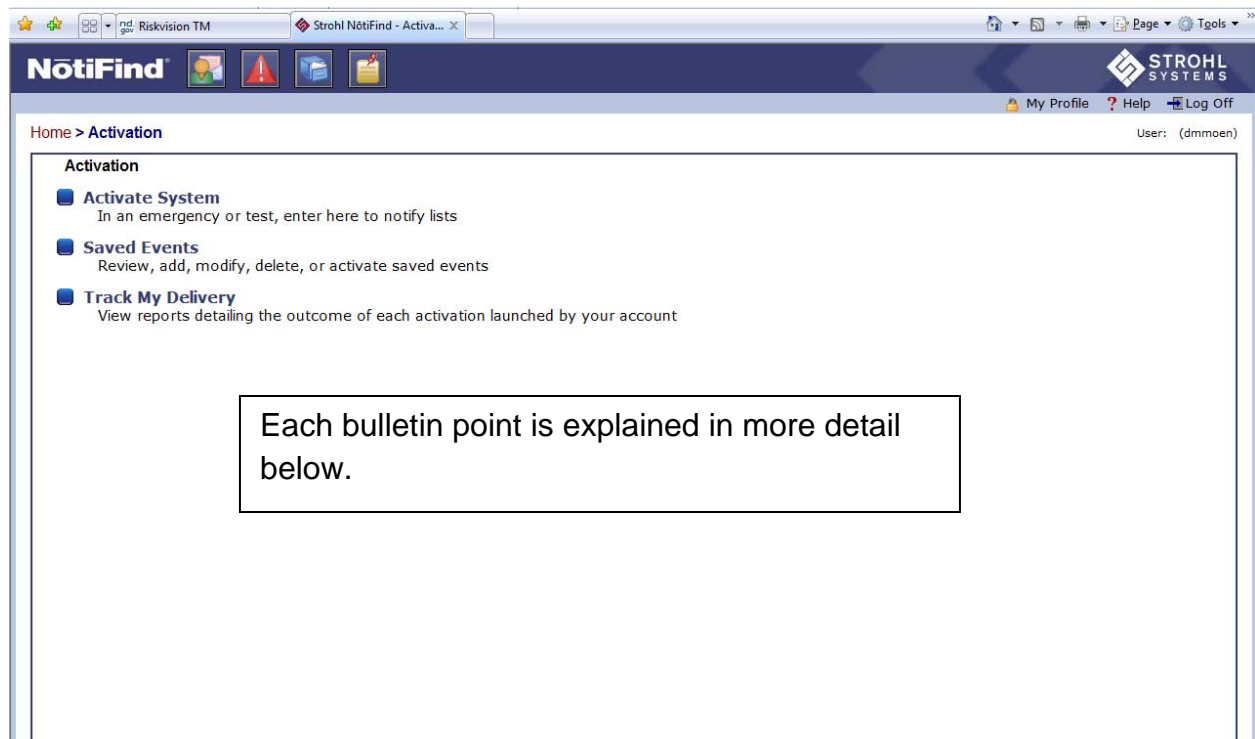
List Roles: Manage and Send Alert

[Change List Role](#) [Remove Checked](#) [Done](#)

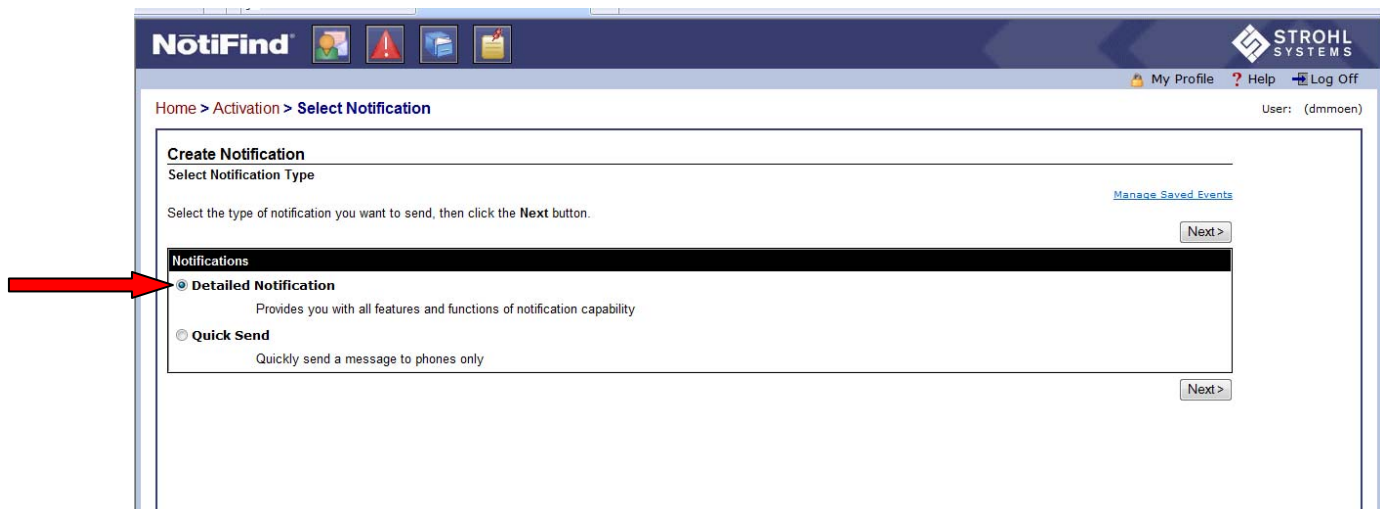
[Manage Lists](#)

ACTIVATION ICON

Click on the Activation icon. Then chose Activate System.



The instructions will first show you how to activate the system using the Detailed Notification. Make sure there is a blue dot next to Detailed Notification and click Next.



Under Notification Details:

- Fill in the Subject
- Type the message you would like your recipients to receive.
- Message Recording: NONE *(If you have a message recorded, then you can select it here. If you would like to record a message, contact your administrator)*

Notification Details

Event Type: **Detailed Notification**

Subject:

Message:

Message Recording: -- None --

Under Polling Options: use this option if you would like to ask your recipients a “yes” or “no” question.

- Enter the question (optional)
- Question Recording: NONE *(If you have a question recorded, then you can select it here. If you would like to record a question, contact your administrator)*

Polling Options

Question:

Question Recording: -- None --

Note: You must enter question text to ask a question. If you enter text AND select a recording, the text portion of the message or question will be used only in notifications delivered by e-mail, fax, or pager, not those delivered by phone.

Under Security Options: You can put a check mark next to Recipient Pin. If a message is left for one of your recipients, then when they call back into the system it will require them to enter a pin. All pins for the State of North Dakota are your employee ID.

Security Options

Recipient PIN: ☐

This prevents the recipient from hearing the message without entering a PIN

Under Call Bridging Options: If you have a determined conference call line set up for your entity and you want your recipients to call in to have a conference call, this is the section to enter that information. In order to select this option, will need to place a check mark next to Enable Call Bridging, and then enter the bridge number and the bridge pass code.

Call Bridging Options	
Enable Call Bridging:	<input type="checkbox"/>
Bridge Phone#:	<input type="text"/>
Bridge Pass Code:	<input type="text"/>

Activation Options:

- Use List Escalation Rules which can be set for a particular call lists.
- Use All Devices (including Work Phone, Home Phone, Work Cell, Work Email, Home Cell, Campus Phone, Campus Email, and SMS (text messaging)).
- Use Selected Devices; select any of the devices listed to notify. For this example, only Work Phone and Work Email were selected.

Activation Options	
<input type="radio"/>	Use List Escalation Rules
<input type="radio"/>	Use All Devices
<input checked="" type="radio"/>	Use Selected Devices
<input checked="" type="checkbox"/>	Work Phone
<input type="checkbox"/>	Home Phone
<input type="checkbox"/>	Work Cell
<input checked="" type="checkbox"/>	Work Email
<input type="checkbox"/>	Home Cell
<input type="checkbox"/>	Campus Phone
<input type="checkbox"/>	Campus Email
<input type="checkbox"/>	SMS

Sender Information:

- Name is pre-determined. If you wish to change the name note that it will always default back to ND Emergency Notification.
- Caller ID: 7013280911 – Make sure every employee is aware of this number. IT IS RECOMMENDED THAT YOU **DO NOT** CHANGE THIS NUMBER. This number has been designated for NotiFind specifically. This number will always default to 701-328-0911.
- Email: nd911_emergencynotification@nd.gov – Make sure every employee is aware of the email address. IT IS RECOMMENDED THAT YOU **DO NOT** CHANGE THIS EMAIL ADDRESS. This email has been designated for NotiFind specifically.

After you prepared all the information for your message, click Next.

Sender Information

Name:

Caller Id:
Enter a 10 digit caller id which will show as the source of voice or TTY calls.
Do not include 1 before the area code for domestic numbers.

Email: *
The return address on outgoing email messages. Appears in the From: field.

*Required Field

Preview < Back Next >

Next put a check mark next to the list you wish to receive your message.

Create Notification
Notification Lists
[Manage Saved Events](#)
Select the lists for this notification.

< Back Next >

Search Check All

Lists, by List Name [2 available]

View Legend

1	<input type="checkbox"/> 110150 - Risk Management
2	<input checked="" type="checkbox"/> Dawn Moen

< Back Next >

Verify the information and then click Send.

The screenshot shows the 'Verify and Send' page in the NotiFind system. The breadcrumb trail is: Home > Activation > Select Notification > Notification Details > Notification Lists > Notification Recipients > **Verify and Send**. The user is identified as 'dmmon'.

Create Notification
Notification Verify and Send

Click the **Send** button to send this message.
Click the **Back** button to edit this message.

[Manage Saved Events](#)

< Back Send

Notification Details	
Notification Type:	Detailed Notification
Subject:	Test
Message:	This is a test.

Recipient Details	
Lists:	1

Sender Information	
Name:	ND Emergency Notification
Email:	nd911_emergencynotification@nd.gov

< Back Send

The message has been sent. Click Refresh to track the deliveries.

The screenshot shows the 'Status' page after sending the notification. A red arrow points to the 'Refresh' button. The status is 'Delivery in progress.....'.

[All Notifications](#)

Detailed Notification	
Date:	Fri 31-Oct-2008 13:17:25
Sender:	Dawn Moen Admin (dmmon)

Status	
Delivery in progress.....	

Cancel Deliveries Refresh

Notification Details	
Subject:	Test
Message:	This is a test.

Below is an example of what the Delivery Summary will detail.

NotiFind **STROHL SYSTEMS** [My Profile](#) [Help](#) [Log Off](#)

Home > Activation > Track Delivery > **Track Delivery Summary** User: (dmmon)

Track Delivery Summary Fri 31-Oct-2008

[All Notifications](#) [Search](#) [Delivery Details](#)

Detailed Notification

Date: Fri 31-Oct-2008 13:17:25
Sender: Dawn Moen Admin (dmmon)

Status

[Processed:](#) (2 of 2)
[Delivered:](#) (2 of 2)
[Delivered:](#) 2 The number of devices that received this notification
In Progress: 0 The number of devices being contacted
Undeliverable: 0 The number of devices that cannot receive this notification

Processed by Device

[Phone:](#) (1 of 1)
[Email:](#) (1 of 1)

Recipient Details

Total Recipients: 1 The number of recipients to be contacted
[Lists:](#) 1 The number of target lists
[Devices:](#) 2 The total number of devices to be contacted

Notification Details

Subject: Test
Message: This is a test.

To send a Quick Send Notification – make sure the blue circle is next to the Quick Send option. You are only allowed to use recordings and phones for this option.

NotiFind **STROHL SYSTEMS** [My Profile](#) [Help](#) [Log Off](#)

Home > Activation > **Select Notification** User: (dmmon)

Create Notification

Select Notification Type [Manage Saved Events](#)

Select the type of notification you want to send, then click the **Next** button.

Notifications

☐ **Detailed Notification**
Provides you with all features and functions of notification capability

☒ **Quick Send**
Quickly send a message to phones only

[Next >](#)

Notification Details:

- Enter a Subject
- Message Recording: choose a recording
- Question Recording: choose a question (optional)

Notification Details

Event Type: **Quick Send**

Subject:

Message Recording:

Question Recording:

Then it shows the Sender Information. For more information, go back to the Detailed Notification section of this manual.

Sender Information

Name:

Caller Id:

Enter a 10 digit caller id which will show as the source of voice or TTY calls.
Do not include 1 before the area code for domestic numbers.

Email:

The return address on outgoing email messages. Appears in the From: field.

*Required Field

You will click Next to select your recipient list and activate the system. For more detailed instructions, please see the Detailed Notification section of this manual.

Under the Activation icon, you have the option to create saved events. Click Save Events and then Create New Saved Event.

NotiFind

STROHL SYSTEMS

My Profile ? Help Log Off

User: (dmmon)

Home > Activation > **Manage Saved Events**

Manage Saved Events

Click a saved event name to edit the saved event, [COPY](#) to copy a saved event, or [ACTIVATE](#) to activate a saved event. Check the saved events and click **Delete Checked Items** to delete a saved event. indicates that a saved event may only be managed by its owner. Although, it may be activated by another contact.

[Create New Saved Event](#)

Saved Events, by Name [2 available] Sort by: Name

N	Name	Access Code	Creation Date	
	NDSU_CENS_MONTHLY_VOICE_TEST	58108	25-Sep-2008	COPY ACTIVATE
	NDSU_Monthly_Text_TEST	58105	25-Sep-2008	COPY ACTIVATE

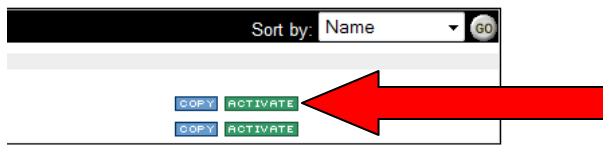
Enter the name of the list. It is recommended that your entity name is used in some form for the name of the saved event. Then you will need to enter an access code for activating via the phone. Use a number that will be remembered easily.

The screenshot shows the 'Create Saved Event' form in the NotiFind system. The breadcrumb trail is 'Home > Activation > Manage Saved Events > Create Saved Event'. The user is 'dmmoen'. The form has a title bar 'Create Saved Event' and a subtitle 'Enter a name, an access code and optionally check the box to make the saved event private. Click Next.' There are 'Cancel' and 'Next >' buttons. A section titled 'Saved Event Information' contains a 'Name' field with 'Dawn Moen', an 'Access Code' field with '58503' (with an example '(1234567)' and a note 'Numeric values only. Up to 32 digits.'), and a checkbox labeled with a key icon and the text 'This saved event may only be managed by its owner. Although, it may be activated by another contact.' The 'Notification' section shows 'Detailed Notification' selected, with a description 'Provides you with all features and functions of notification capability'. There are 'Cancel' and 'Next >' buttons at the bottom right.

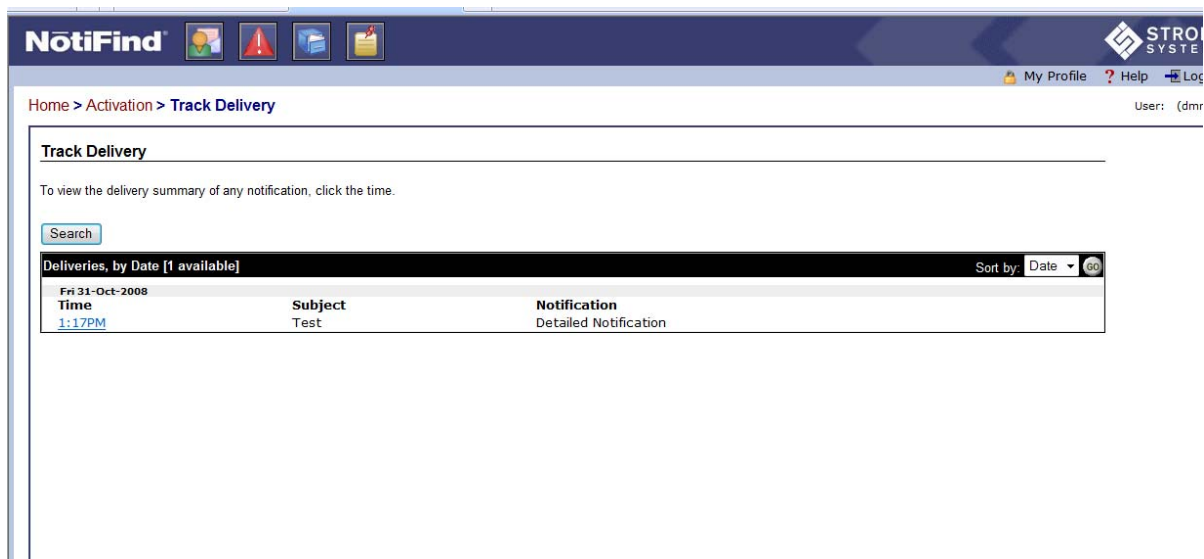
This is a close-up of the 'Saved Event Information' section from the previous screenshot. It shows the 'Name' field with 'Dawn Moen', the 'Access Code' field with '58503' (with an example '(1234567)' and a note 'Numeric values only. Up to 32 digits.'), and a checkbox labeled with a key icon and the text 'This saved event may only be managed by its owner. Although, it may be activated by another contact.' The 'Notification' section shows 'Detailed Notification' selected, with a description 'Provides you with all features and functions of notification capability'. There are 'Cancel' and 'Next >' buttons at the bottom right.

The wording next to the Key is very misleading. “*This saved event may only be managed by its owner. Although, it may be activated by another contact.*” It is saying that if you put a check mark next to the key, this will prevent anyone from seeing or activating your saved event. Not even an administrator can see your saved event. If you create a saved event, it is recommended that you use this feature.


After you have set up your Saved Event, you can activate that event by clicking the green Activate button next to your Save Event.




The Track Delivery option allows you to track activations that you sent out.



The screen below is the information provided. It is the exact screen you see after you have activated the system.

NotiFind

**STROHL
SYSTEMS**

[My Profile](#) [Help](#) [Log Off](#)

[Home](#) > [Activation](#) > [Track Delivery](#) > **Track Delivery Summary**

User: (dmmoen)

Track Delivery Summary

Test Fri 31-Oct-2008

[All Notifications](#) [Search](#) [Delivery Details](#)

Detailed Notification

Date: **Fri 31-Oct-2008 13:17:25**
Sender: **Dawn Moen Admin (dmmoen)**

Status

[Processed:](#)

(2 of 2)

[Delivered:](#)

(2 of 2)

[Delivered:](#) **2**

The number of devices that received this notification

[In Progress:](#) **0**

The number of devices being contacted

[Undeliverable:](#) **0**

The number of devices that cannot receive this notification

Processed by Device

[Phone:](#)

(1 of 1)

[Email:](#)

(1 of 1)

Recipient Details

[Total Recipients:](#) **1**

The number of recipients to be contacted

[Lists:](#) **1**

The number of target lists

[Devices:](#) **2**

The total number of devices to be contacted

Notification Details

Subject: **Test**
Message: **This is a test.**

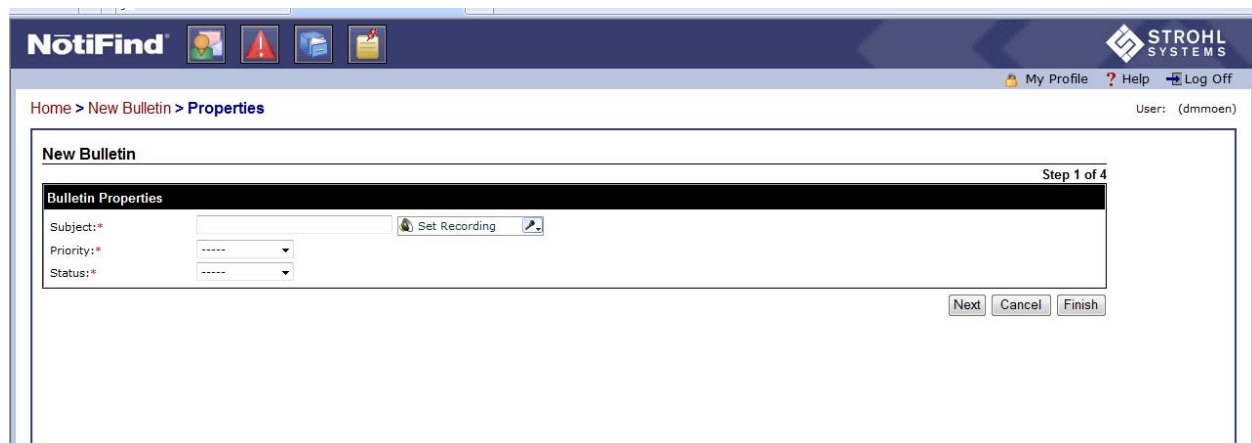
Bulletins Icon (Also known as Message Center)

The Bulletin Icon will allow you to view any current bulletins or create a new bulletin.

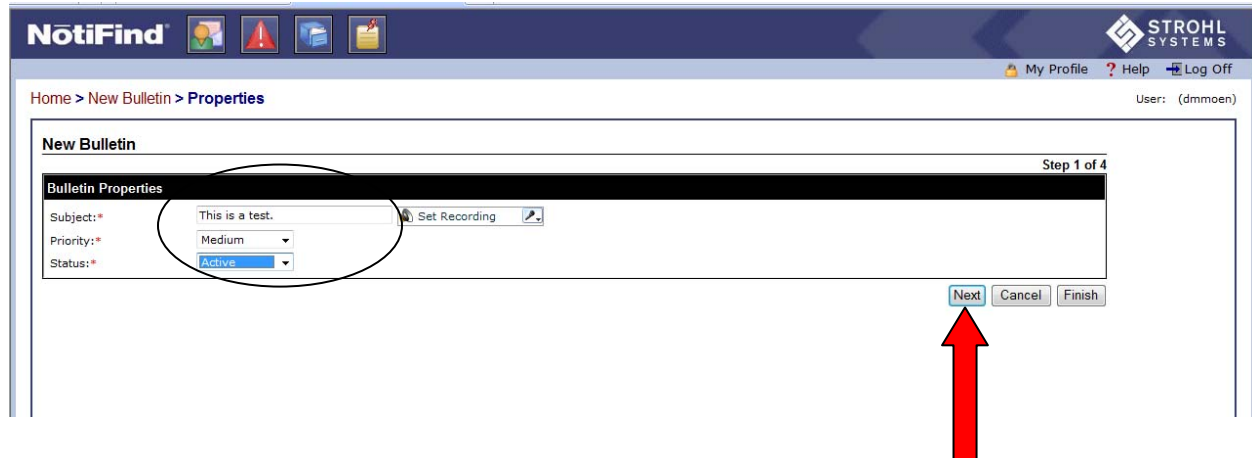
To create a new bulletin, click on Create New Bulletin.



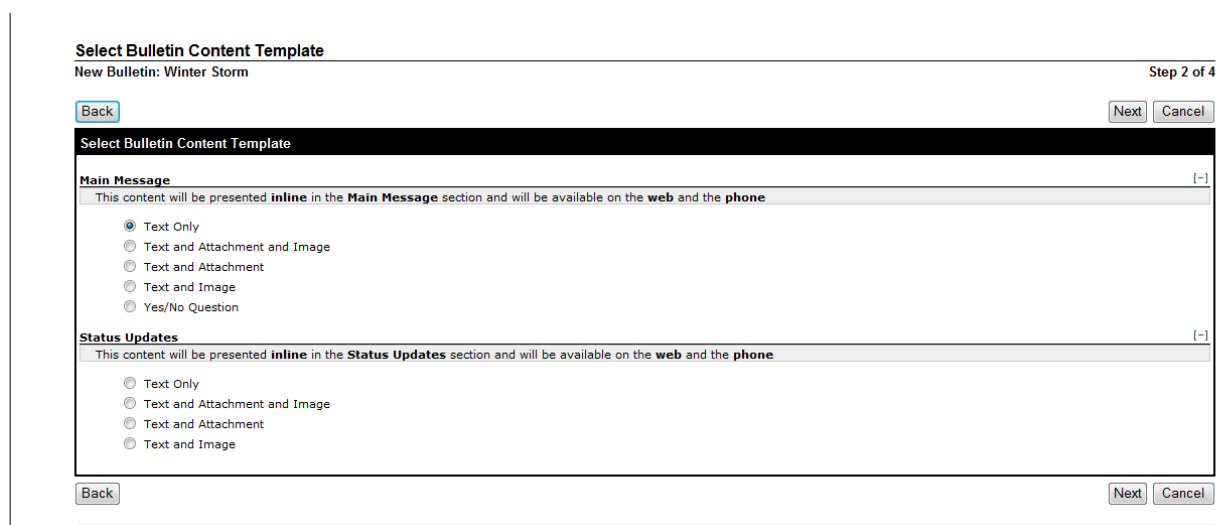
Then fill in the required fields which are Subject, Priority, & Status.



After you have filled in the required information, click Next.



Under the Main Message, select either from Text Only, Text and Attachment and Image, Text and Attachment, Text and Image, or Yes/No Question. Then click Next.



*The selections under Status Updates should only be used if you are sending out an update from the **original** message.

Fill in the information for the Headline and Text. The Headline is referring to the subject of your message. The text will be the message you would like your recipients to view. Then click Next.

The screenshot shows the 'Compose Bulletin Content' page in the NotiFind system. The page is titled 'Compose Bulletin Content' and is identified as 'Step 3 of 4'. It includes a breadcrumb trail: 'Home > New Bulletin > Compose Bulletin Content'. The interface is divided into several sections: 'Bulletin Content Headline' with a text field containing 'Test' and a 'Set Recording' button; 'Text Only' with 'Presentation Settings' indicating the content will be presented inline in the Main Message section; and 'Bulletin Content' with a 'Statement' section containing a text field with 'This is a test of the message center.' and another 'Set Recording' button. Navigation buttons 'Back', 'Next', and 'Cancel' are located at the top and bottom of the form area. The top of the page features the 'NotiFind' logo, a set of icons, and a user profile section with 'My Profile' and 'Help' links.

Verify the information you have entered. If everything looks correct, then click Save. If you want change something, then click the Back button.

Verify Contents – shows the headline and the message(s) to be delivered to the recipients.

Verify Flow – show the bulletins as it will appear to the recipient, with any branching. Verify Flow is most useful for bulletins with questionnaires, since it allows you to see the flow of questions based on responses.

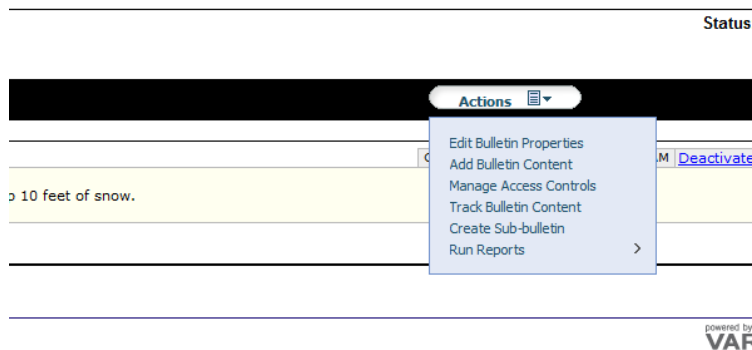
The screenshot shows the 'Verify Bulletin Content' interface in the NotiFind system. The breadcrumb trail is 'Home > New Bulletin > Verify Bulletin Content'. The page is titled 'Verify Bulletin Content' and indicates 'Step 4 of 4'. There are 'Back', 'Save', and 'Cancel' buttons. The main section is 'Bulletin Content Verification', which has two tabs: 'Verify Contents' (selected) and 'Verify Flow'. Under 'Verify Contents', there is a 'Headline' field with the text 'Test' and a 'Statement' section. The 'Statement' section has a 'Text' field containing 'This is a test of the message center.' There are 'Back', 'Save', and 'Cancel' buttons at the bottom of the form.

After you have clicked Save, you will now have other options available to you.

The screenshot shows the 'View Bulletin' interface in the NotiFind system. The breadcrumb trail is 'Home > View Bulletin'. The page is titled 'View Bulletin'. The status is 'Status: Active'. The main message is 'This is a test.' and the main message content is 'This is a test of the message center.' The 'Actions' menu is open, showing options: 'Edit Bulletin Properties', 'Add Bulletin Content', 'Manage Access Controls', 'Track Bulletin Content', and 'Create Sub-bulletin'. A red arrow points to the 'Actions' menu. The 'Created' date is 'Fri 31-Oct-2008/11:11:11'. There are 'Back', 'Save', and 'Cancel' buttons at the bottom of the form.

If you click on the Action drop down, these are following choices: Edit Bulletin Properties, Add Bulletin Content, Manage Access Controls, Track Bulletin Content, Create Sub-Bulletin.

*The Action you need to address is **Manage Access Controls**(explained below).



Edit Bulletin Properties you can update the Subject, Priority, or Status.

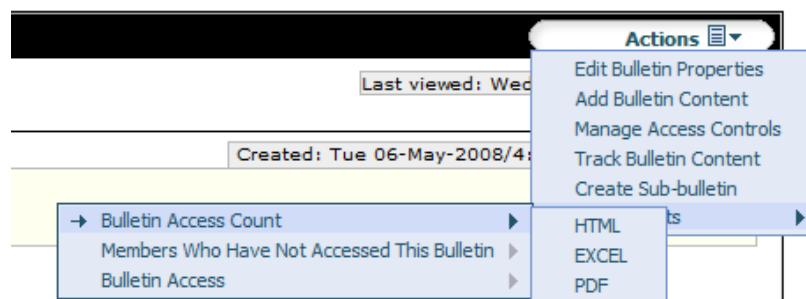
Add Bulletin Content will let you add or update the bulletin. You will not be able to edit any previous information that was put into the bulletin.

Manage Access Controls allows you to choose who will have access to the bulletins. Everyone refers to all authenticated users.

Track Bulletin Content – allows you to view delivery summary details such as how many people have responded to questions within the bulletin.

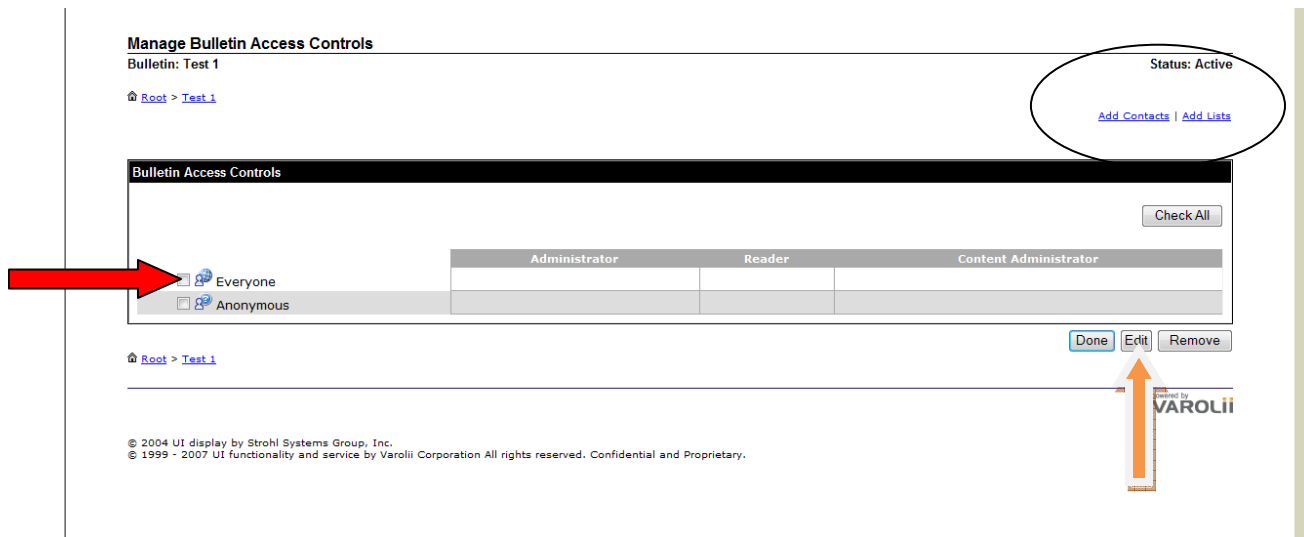
Create Sub-bulletins - are contained within a parent bulletin, to provide or collect related information. These bulletins can be distributed to the same Contacts as the parent bulletin, a sub-set of these Contacts, or entirely different ones. This allows the flexibility of directing the updated information to only those people who need it.

Run Reports – Run a selection of reports. See the selection of reports below.



*Manage Access Controls and Track Bulletin Content is shown in more detail below.

Below is the screen to begin Managing Bulletin Access Controls. This is where you will determine who will have access to view your message. Everyone and Anonymous is always available for you to give access to. If you chose a particular contact or a list, click on either the Add Contacts or Add Lists. If you do not identify either a contact or a list, anyone that logs into the system will be able to review your message.



In order to identify their permission set, put a check mark in the box next to that particular list or contact and then click Edit.

Anonymous Users are those non-authorized users; for example: customers, partners, and family members.

The roles are defined as **Administrator**, **Content Administrator**, and **Reader** and for each of those roles you can either Deny, Allow, or Not Set access for those roles.

Administrator – Full privileges to the bulletin. Users with this access can update or delete the bulletin

Content Administrator – Users with this access can view and update the bulletin but delete it.

Reader – Users with this access can view the bulletin but not update or delete it.

Not Set (--) – No access control is set for selected contacts and lists to the role specified.

Access Denied – Denies selected contacts and lists access to the role specified.

Access Allowed – Allows selected contacts and lists access to the role specified.

*It is recommended to **ONLY** choose one role to have access to the bulletin. Do not use the Deny feature, it is best to leave it Not Set. There are security sets within the user profile that will not allow your user to see anything at all.

Below, I have chosen just Dawn Moen to have access to the bulletin.

Select Bulletin Access Controls
Bulletin: Test 1 Status: Active

[Root > Test 1](#) Save Cancel

Select New Roles For The Following

Contacts:
Moen, Dawn

Select Roles

Role	Access ?
Administrator:	---
Content Administrator:	---
Reader:	---

[Root > Test 1](#) Save Cancel

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The screen below shows that I added a particular contact to review the bulletin as a Reader.

Select Bulletin Access Controls
Bulletin: Test 1 Status: Active

[Root > Test 1](#) Save Cancel

Select New Roles For The Following

Contacts:
Everyone
Anonymous
Moen, Dawn

Role	Access ?
Administrator:	---
Content Administrator:	---
Reader:	Moen, Dawn ✓

[Root > Test 1](#) Done Edit Remove

powered by
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Then you will click Done.

When a new bulletin or update is available, the users' login page will have the Subject bolded and it also states "NEW!" next to the Subject.

Manage Bulletins

[Create New Bulletin](#)

To view a bulletin, click the bulletin name.

Search Check All

Bulletin, by Subject [1 available] Sort by: Subject GO

[Root](#) >

Tree View | [List View](#)

Subject	Priority	Status	Update Time
Winter Storm NEW!	Critical	Active	14-Mar-2008/10:21AM

[Delete Checked Items](#)

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Track Bulletin Content – allows you to view delivery summary details, such as how many people have responded to questions within the bulletin.

First, click the box next to the bulletin you wish to review a report on. Second, choose to run either the Selected Contents Access or Selected Contents by Member report. Thirdly, choose the Output Format from either HTML, EXCEL, OR PDF. Finally, click Report On Checked Items button.

Track Bulletin Content

Bulletin: Moon Status: Active

[Root](#) > [Moon](#)

To view bulletin content details, click on the bulletin content headline.

Search Check All

Bulletin Content, by Creation Date [1 available] Sort by: Creation Date GO

Tue 05-May-2009

<input type="checkbox"/> Testing again
--

Time: 4:39PM
Section: Main Message
Content Status: Active

Reports: Selected Contents Access

Output Format: HTML

[Report On Checked Items](#) Done

[Root](#) > [Moon](#)

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This screen will come up.

Report Summary
View Delivery Information

[Create Report](#)

Done Refresh

Report Summary

Please wait...

Report Name: Selected Contents Access by Member

Time Run: 06-May-2008/4:59PM

Report Template: Selected Contents Access by Member

Report Status: Processing

Format: HTML

Time Zone: [GMT -05.00] Eastern(US)

Run: Immediately

Report Inputs:

Name	Value
Bulletin	Moen
Bulletin Content	Testing again

Deliver to: Not delivered.

Done Refresh

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Next hit the Refresh button until [Download](#) shows up.

Report Summary
View Delivery Information

[Create Report](#)

Done

Report Summary

[Download](#)

Report Name: Selected Contents Access by Member

Time Run: 06-May-2008/4:59PM

Report Template: Selected Contents Access by Member

Report Status: Completed

Format: HTML

Time Zone: [GMT -05.00] Eastern(US)

Run: Immediately

Report Inputs:

Name	Value
Bulletin	Moen
Bulletin Content	Testing again

Deliver to: Not delivered.

Done

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Click on Download and your report will appear.

Below is an example of a report that is available within the Track Bulletin Content.

Report Prepared for: ND Report Generated: 5/6/2008 4:59:53 PM Bulletin Subject: Moen Bulletin Creation Time: 5/6/2008 4:39:41 PM Bulletin Update Time: 5/6/2008 4:39:41 PM Selected Content(s): Main Message/Testing again							
Last Name	First Name	Username	Section Title	Content Headline	Content Creation	Last Access	Device
Admin	North Dakota	ndadmin	Main Message				
				Testing again	5/6/2008 4:39:41 PM	5/6/2008 4:53:46 PM	Web

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For any questions please contact:

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